

DCI/ICS-81-0030

12 June 1981

DD/A REGISTRY

FILE: Meetings

MEMORANDUM FOR: Distribution

FROM:

Director, Intelligence Community Staff

SUBJECT: Support for Meetings of Senior Interdepartmental
Groups - Intelligence

1. The DCI and DDCI have asked me to act as executive agent for SIG-I meetings. My staff prepared the attached statements on general policy which I hope will be useful to you. Feel free to contact [redacted] in my office, [redacted] if you have any suggestions or questions.

2. I would appreciate your assistance in implementing these policies. It would be helpful, for example, if you would notify my office when you schedule an IG meeting even though we need not be involved in making the arrangements.

Attachments:
as stated

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Senior Interdepartmental Group - Intelligence Policy

GENERAL POLICY:

- o Meeting may be proposed by DCI, DDCI or a directorate head with the approval of the DCI or DDCI.
- o Agenda announcing the meeting, setting time, place, number of participants and whether it should be principals only will be prepared by D/ICS in consultation with originator for signature by the Chairman, usually the DDCI.
 - o Chairman will signal his agreement with discussion of the subject, participants and arrangements by signing agenda.
 - o Agenda will be circulated at least one week in advance of a meeting, except in the unlikely event of an emergency.
 - o The date and time of a meeting will be set for the convenience of the Chairman.
 - o Meetings will normally take place at the Community Headquarters Building.
 - o ICS will make all logistical arrangements.
 - o Agenda and all papers relating to the meeting will be circulated by the DCI's Executive Secretary. The covering note accompanying the agenda will request that names of those attending the meeting be forwarded to the Executive Secretary's office.
- o Background papers for the meeting will be circulated with the agenda if possible, but no later than three working days in advance of the meeting.
- o The D/ICS will arrange for background material (two copies) for DCI and DDCI to be delivered to Director, DCI/DDCI Executive Staff, 48 hours in advance, no matter who is chairing.
- o The D/ICS will arrange for minutes to be taken at the meeting either by doing them himself, or requesting the sponsor to do so.
- o Minutes will be circulated to participants for corrections within 24 hours following the meeting and then to the Chairman for approval. The DCI's Executive Secretary will handle the distribution.
- o Follow-up action will be monitored by the D/ICS.

Interdepartmental Groups - Intelligence Policy

GENERAL POLICY:

- o May be called by a directorate head.
- o All paperwork and logistics to be handled by the originating office.
- o A copy of all written materials--agenda, background papers, and minutes--must go to the D/ICS for background in the event that a SIG is called on the subject or a related issue.